

Memorandum

TO : O/DD/I Administrative Staff

DATE: 1 April 1965

FROM : OBI Records Officer

SUBJECT: References: HN Elimination of Inactive
Records, dated 24 February 1965Memorandum to AD/BI, Records
Retirement, dated 12 March 1965

1. The Office of Basic Intelligence routinely destroys about 500 cubic feet of material each year in addition to superseded NIS destroyed by Records Center which is estimated to be about 400 cubic feet per year.

Through March 31 of FY 65, OBI has destroyed 450 cubic feet and it is estimated that Records Center has destroyed 700 cubic feet of OBI material.

2. Since the drive began for the elimination of inactive records, OBI has destroyed 125 cubic feet and has authorized Records Center to destroy 394 cubic feet.

3. The OBI Records Control Schedule was revised in 1964 resulting in generally shorter retention periods. This schedule is periodically reviewed for a realistic approach to Records retirement and retention.

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